

<b>ANNUAL PERFORMANCE EVALUATION CYCLE</b>		<i>(Dates From/To):</i>			to	
<b>Dept. Name:</b>		<b>Employee Name:</b>				
<b>Supervisor Name:</b>		<b>Employee ID:</b>				
<b>Supervisor Title:</b>		<b>Employee Title:</b>				

**EMPLOYEE SELF ASSESSMENT (OPTIONAL)**

**Part I:** Key Objectives, Projects and Responsibilities: describe the key objectives, projects and/or responsibilities that you have had during the course of the past year. Comment on the performance results and provide examples to support where necessary.

1. Objective/Project/Responsibility:

Describe performance results, including supporting examples:

2. Objective/Project/Responsibility:

Describe performance results, including supporting examples:

3. Objective/Project/Responsibility:

Describe performance results, including supporting examples:

4. Objective/Project/Responsibility:

Describe performance results, including supporting examples:

**Part II:** Position Description: Briefly answer the following set of questions regarding the position(s) you have held during the past year:

1. What do you consider to be your primary job responsibilities?

2. Which responsibilities do you perceive as most critical?
  
  3. Have any new responsibilities been added or removed from your job?
  
  4. Have there been any special circumstances that have helped or hindered you in performing your job?
  
  5. What would help you to do your job better and provide greater job satisfaction?
- 

**Part III:** Accomplishments, Strengths and areas for improvement:

1. Define your most significant accomplishments, contributions and/or successes during the past year.
  
  2. Have you performed any new tasks or additional duties outside the scope of your regular responsibilities?
  
  3. Describe any job duties or goals where you had difficulty. Include why they were difficult and what may have caused their difficulty. Also, identify what assistance/resources/mentoring/training might have better prepared you.
- 

**Part IV:** Future Improvement & Development:

1. What training or development do you think would help you in performing your current job or help you to develop your career?
  
2. What can your manager do to assist you in performing your job duties to the best of your abilities?
  
3. What professional development activities/opportunities (training, projects, seminars, etc.) would you like to pursue during the next year that would enhance your job performance and career ambitions?

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_